

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 3

EFFECTIVE DATE: August 20, 1980; Revised January 24, 1994

SUBJECT: Traffic Violations by State Employees

AUTHORIZATION:

Whitman J. Kling, Jr.
Assistant Commissioner

I. POLICY:

It is the policy of the Division of Administration in accordance with State and local ordinances and State travel regulations (PPM - 49) **that all drivers of State vehicles will be held personally liable for any parking and/or traffic violation levied against them while they are responsible for a vehicle.**

II. PURPOSE:

To ensure the promulgation of rules governing responsibility for traffic violations, to assign responsibility for provisions of the policy, and to explain the process for adhering to the policy.

III. APPLICABILITY:

This policy shall be applicable to all sections within the Division of Administration both general appropriation and ancillary appropriation.

This policy applies to all employees of the Division of Administration.

IV. PROCEDURE:

Employees receiving parking citations shall pay

applicable fines or penalties.

Tickets or citations given former State employees will be forwarded along with the name of the individual to the proper authorities for prosecution as deemed appropriate.

State agencies are prohibited from paying fines for individual employees.

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V. RESPONSIBILITY:

Deputy/Assistant Commissioners are responsible for:

Holding accountable the section heads under their supervision for adhering to all aspects of this policy.

Section Heads are responsible for:

Assuring that each employee under his/her supervision, current and new:

- Is made aware of this policy and its contents as well as any forthcoming revisions, and
- Is informed that he/she must abide by the terms of the policy, and
- Is informed of the consequences of any violation of this policy.

Bringing violations to the attention of the deputy/assistant commissioner and dealing with the violation in a fair and consistent manner.

Monitoring the effectiveness of and assuring compliance with the provisions of this policy.

Managers/Supervisors are responsible for:

Complying with this policy in any fashion instructed by the section head.

Employees are responsible for:

Complying with the provisions and spirit of this policy.

Reporting known violations of this policy to the supervisor, section head, or Appointing Authority.

VI. EXCLUSIONS:

There will be no exceptions to this policy.

VII. QUESTIONS:

Questions regarding this policy should be directed to the Appointing Authority.

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VIII. VIOLATIONS:

Employees found to have violated this policy may be subject to disciplinary action up to and including termination and/or criminal prosecution.

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